

CONFIDENTIAL


25X1



LOGISTICS SERVICES DIVISON
WEEKLY REPORT
PERIOD ENDING 25 JANUARY 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

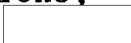
25X1

No items this reporting period. 


II. Items/Events of Major Interest:

a. Quality of Life: Three hundred lockers for storage of employees' gym clothes have been received and set up in the area of the exercise room at Headquarters Building. The target date for completion of installation is 30 January 1984.

25X1


The manager's office of the Office of Medical Services (OMS) physical fitness area, Room BE48, Headquarters Building, has been redesigned to provide two work stations, appropriate storage equipment, and reduction of noise. 

25X1

b. Contract Information Branch (CONIF) Redesign: The approved plan for refurbishing the CONIF Branch, Information and Management Support Staff, OL, with modular data processing furniture has been approved, specified, and received in Procurement Division. The new plan offers a more efficient layout and better communication lines. 

25X1

c. Renovations at Headquarters Building: Renovations for the New Building Project Office, DDA, in Room 3E36/44 have been completed, and carpeting is to be laid on 25 January 1984.

Carpentry and painting in Room 3E54 for the Office of East Asian Analysis, DDI, has been completed, and the electrical work is 75 percent complete. 

d. Parking Request: In response to a verbal request on 11 January from the Administrative Staff, Office of Data Processing (ODP), which was followed up by a memo dated 12 January, 35 parking spaces were reserved in "K" Lane of West Lot for daytime use on 13 January. These spaces were to be utilized by non-Agency people attending a day-long presentation in the Auditorium at Headquarters.

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

CONFIDENTIAL

CONFIDENTIAL

25X1 Two employees from the Space Maintenance and Facilities Branch (SM&FB), OL/LSD, reported to work two hours early on an overtime basis to handle this requirement. These employees failed to see the fruits of their labor as not even one visitor came to "K" Lane that day. ODP was made aware of this situation and they apologized. []

25X1 e. Wall Hangings and Art Work - [] Building: All
25X1 wall hangings and art work for [] Building were delivered and uncrated on 17 and 18 January and were distributed to the components on 18 January. Even the heavy snowfall on that date did not deter employees from picking up the art work for their
25X1 offices. []

25X1 f. Carpeting: On 18 January 1984 255 square yards of carpet was installed in Room GE31, Headquarters Building, for the Office of Communications (OC). []

25X1 g. Furniture: On 20 and 21 January 33 work stations of furniture for Project SAFE were delivered and metal furniture was picked up. []

25X1 The National Photographic Interpretation Center's application for permission to procure 760 systems furniture work stations to be installed in [] was signed by the DCI on 20 January. The package is now being forwarded to the Assistant Administrator for Federal Supply and Services, GSA.
25X1 []

25X1 h. Relocation of Work Stations: Fourteen work stations were relocated in Room GE31, Headquarters Building, for OC on 23 January 1984. []

25X1 i. Hydraulic Barricades: Representatives of the Architectural Design Staff (ADS), OL/LSD, and the Delta Scientific Corporation met on 20 January to tour proposed installation sites and discuss installation of hydraulic barricades on the Headquarters compound. ADS will prepare detailed location drawings. Delta Scientific Corporation is preparing an installation study for the barricades. ADS is awaiting input from the Office of Security (OS) and the Headquarters Engineering Branch (HEB), OL/RECD, for the proposed locations. []

25X1 j. Planter Barricades: ADS has prepared design proposals for planter barricades at building entrances and has submitted drawings and requisitions to the DDA for approval.
25X1 []

CONFIDENTIAL

CONFIDENTIAL

25X1 k. Drawings: Drawings to relocate the Public Affairs Office to Room 7D00, Headquarters Building, as part of the Stafford Building backfill were completed and issued to SM&FB, on 24 January 1984. [redacted]

25X1 Drawings were completed for Room 600, Key Building, for the Foreign Broadcast Information Service, DDS&T, and were issued to SM&FB on 24 January 1984. [redacted]

25X1 [redacted]

25X1 m. Design Approvals: A new layout was prepared for the Alcohol Program office and Nurses' station on the first floor of Ames Building. ADS is awaiting approval of design by OMS. [redacted]

25X1 ADS's preliminary design has been completed for Room 1H51/1H Subcorridor, Headquarters Building, and client approval is being awaited. HEB, Carrier Maintenance Branch, OL/SM&FB, OS, and Safety Staff surveys have been received. [redacted]

25X1 n. Meeting: Representatives of ADS, HEB, and the Voice Communications Branch, OC, met with representative of ODP to discuss initial requirements for a contract with an A/E firm for expansion into Room GD31, Headquarters Building. [redacted]

25X1 III. Significant Events Anticipated During the Coming Week:

No items this reporting period [redacted]

Chief

Logistics Services Division

CONFIDENTIAL